


# Dispensary Ordering

## Changes to Dispensary Module and Ordering Screens:

- Allow the Prescriber to authorize refills for an order.
- Ability to enter a prescription expiration date different from the Medication expiration date.
- Each prescription is assigned a unique RX number.
- The user dispensing the medication can now dispense authorized refills for the prescription.

1. **Getting here:** Login, click **Client List** on the Navigation Pane (left menu) to generate the Client Search Screen, locate the client name and hover over  under Actions and click **Activity List**.

User: Wherry, Sue | Location: IDHW, DBH, Region 4, Boise | Video | Snapshot

Client: June, AMHclient | 20710180000001M | 1 | Clear Client

The filter you created has been applied to the client list.

### Client Search

Agency: IDHW, DBH, Region 4 | Facility:

First Name:  | Last Name: June

SSN:  | DOB:

Idaho-WITS Training Client Id:

Unique Client Number:  | Provider Client ID:

Treatment Staff:  | Primary Care Staff:





Case Status: Clients with Open Cases | Intake Staff:

Other Number:  | Number Type:

Include Only Active Consents: Yes ☐

Clear Go

### Client List (Export) [Add Client](#)

Actions	Unique Client #	Full Name	DOB	SSN	Gender
	20710180000001M	June, AMHclient	7/10/1980	000-00-0000	Female
	10405204000003M	June, CMH18.10.1	4/5/2004	000-00-0000	Male
			4/1/2005	000-00-0000	Female
	103062016598100	June, Jonny	3/6/2001	232-32-6598	Male

Profile Activity List Delete Record Linked Consents

2. There are 2 ways to access the client's

**Dispensary ordering list:**

a. On the activity list, hover over the



next to **Dispensary Order Summary**, and click **Review**.

OR

b. On the Navigation Pane (left menu) click **Treatment** and **Dispensary Ordering**.

User: Wherry, Sue | Location: IDHW, DBH, Region 4, Boise | Snaps

Client: June, CMH18.10.1 | 10405204000003M | 1 | Clear Client

- Home Page
- Agency Contacts
  - Agency
  - Dispensary
  - Group List
- Clinical Dashboard
- Client List
  - Client Profile
    - Gain Short Screener
  - Benefit Application
  - Linked Consents
  - Client Contacts
  - Non-Episode Contact
  - Activity List
    - Intake
    - Client Eligibility
    - Fee Determination
    - Court Monitoring

### Client Activity List

Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	6/6/2016	6/27/2016	Completed
	Intake Transaction	6/6/2016	6/27/2016	Completed
	Admission	6/6/2016	6/27/2016	Completed
	Fee Determination	6/6/2016	6/27/2016	Completed
	Miscellaneous Note Summary	6/6/2016	6/6/2016	Not Applicable
	Mental Health Assessment	6/6/2016	6/27/2016	Completed
	Client Program Enrollment (CMH - Moderate Acuity)	6/27/2016	6/27/2016	Completed
	Dispensary Order Summary	6/27/2016	6/27/2016	Not Applicable
	Court Monitoring Form	6/27/2016	6/27/2016	Completed
	Client Eligibility	6/27/2016	6/27/2016	Eligible
	Client Eligibility	6/27/2016	6/27/2016	Ineligible
	Diagnosis Summary	6/27/2016	6/27/2016	Not Applicable

**Review**

Client List

- Client Profile
  - Gain Short Screener
- Benefit Application
- Linked Consents
- Client Contacts
- Non-Episode Contact
- Activity List
  - Intake
  - Client Eligibility
  - Fee Determination
  - Court Monitoring
  - Wait List
- Assessments
  - Diagnosis List
- Admission
  - Program Enroll
- ECourt
- Encounters
- Notes
- Treatment
  - Tx Plan
  - Tx Review
  - Dispensary Ordering

3. On the Dispensary Ordering screen, Click **Add New.**

Client: June, CMH18.10.1 | 10405204000003M | 1 Clear Client

Home Page  
Agency Contacts  
Agency  
Dispensary  
Clinical Dashboard  
Client List  
Client Profile  
Gain Short Screener  
Benefit Application  
Linked Consents  
Client Contacts  
Non-Episode Contact  
Activity List  
Intake  
Client Eligibility  
Fee Determination  
Court Monitoring  
Wait List  
Assessments  
Diagnosis List  
Admission  
Program Enroll  
ECourt  
Encounters

Dispensary Ordering

Prescribed Date  Clear Go

Dispensary Ordering List

Current Drug/Strength:

Actions	Rx Number	Drug/Strength	Dose	Frequency	Quantity	Status	# of Refills Remaining	Pres. Exp. Date	Pres. Exp.	Prescribed By	Prescribed
	391	Abilify 10mg	10 mg	1 QD	30.00	Pending	12	6/30/2017	No	Prescriber, Jane	6/27/2016

Add New

Rx Number  
Dispensed Drug/Strength  
Prescriber  
Allow Generics  
Date Prescribed  
# of Authorized Refills

Prescriber's DEA Number  
Dose  
Frequency  
Method of Order  
Quantity  
Prescription Expiration Date

4. The **Date Prescribed** will populate with 'Today's date' and **# of Authorized Refills** defaults to 0.

Add New

Rx Number  
Dispensed Drug/Strength  
Prescriber  
Allow Generics  
Date Prescribed  
# of Authorized Refills  
Comments  
Created By  
Created Date

Prescriber's DEA Number  
Dose  
Frequency  
Method of Order  
Quantity  
Prescription Expiration Date  
Instructions  
Updated By  
Updated Date

Cancel Save Finish

5. Complete/update all required (yellow) fields.

**NOTE: According to IDAPA a prescription expiration date must not exceed 15 months.**

6. Enter instructions for taking the medication. This information will print on the label.

**NOTE: Information entered in the Comments field does NOT print on the label.**

7. Click Save and Finish.

This screenshot shows the initial state of a prescription form. A red circle highlights the required fields, which are marked with yellow backgrounds. The fields include: Rx Number, Dispensed Drug/Strength (with a 'Show all Drugs' link), Prescriber, Allow Generics (set to 'Yes'), Date Prescribed (6/30/2016), # of Authorized Refills (0), Comments, Prescriber's DEA Number, Dose, Frequency, Method of Order, Quantity, Prescription Expiration Date, Instructions, Created By, and Updated By. The 'Save' and 'Finish' buttons are visible at the bottom right.

This screenshot shows the prescription form with data entered. The 'Dispensed Drug/Strength' is 'Ablify 10mg', 'Prescriber' is 'Prescriber, Jane', 'Date Prescribed' is '6/30/2016', and '# of Authorized Refills' is '3'. The 'Prescription Expiration Date' is '6/30/2017'. The 'Instructions' field contains 'Take 1 Tablet each morning.' A red arrow points from a circled '6' to the 'Instructions' field. Another red arrow points from a circled '7' to the 'Finish' button. The 'Save' and 'Finish' buttons are visible at the bottom right.